

Step by Step: How to make online tax payment

1. Tax payment during the regular online filings

1.1 Payment - single employer filing

If you would like to pay your state unemployment taxes during the regular online filing you will be asked to select how you would like to make payment on "Select Payment Method Screen", by using the drop down box. If you choose to make your payment via an Electronic Funds Transfer (EFT) from your bank account you will be prompted to submit your banking information before you can continue filing your tax report. If you select "Coupon" you will be given the option to print out a payment coupon to mail in with your check.

Unemployment Insurance and New Hire Reporting

Home Tax Payments New Hire Claims Registration Correspondence Admin Info Live Chat

Select Payment Method

Listed below are the reports you have selected to file. You can pay the amount due with either a check (using a payment coupon) or an Electronic Funds Transfer (EFT). Please select a payment method, verify the amount to pay, and click Continue.

Period	Employer	Total Due	Payment Method
2020 Q1	COMPANIES, LLC (C [REDACTED])	\$256.20	EFT

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Select Payment Method

Listed below are the reports you have selected to file. You can pay the amount due with either a check (using a payment coupon) or an Electronic Funds Transfer (EFT). Please select a payment method, verify the amount to pay, and click Continue.

Period	Employer	Total Due	Payment Method
2020 Q1	COMPANIES, LLC (C [REDACTED])	\$256.20	Coupon

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1.2 Payment - multiple employers filing

If you would like to pay your state unemployment taxes during the regular online filing and you are filing more than one report, you have the option to pay for each filing separately or pay for all at once with either one EFT transaction or one coupon.

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Select Payment Method

Listed below are the reports you have selected to file. You can pay the amount due with either a check (using a payment coupon) or an Electronic Funds Transfer (EFT). Because you are filing more than one report, you have the option to pay for each filing separately or pay for all at once with either one EFT transaction or one coupon. Please select a payment method, verify the amount to pay, and click Continue.

How would you like to pay for these filings?

☒ Pay separately ☐ Pay all with one EFT transaction ☐ Pay all with individual coupons ☐ Pay all with 1 coupon

Period	Employer	Total Due	Payment Method
2020 Q1	COMPANIES, LLC (C [REDACTED])	\$256.20	EFT
2020 Q1	COMPANIES, LLC (C [REDACTED])	\$514.09	EFT
2020 Q1	COMPANIES, LLC (C [REDACTED])	\$256.20	EFT
2020 Q1	COMPANIES, LLC (C [REDACTED])	\$109.89	EFT

Account Type: Checking Routing #: [REDACTED] Account #: [REDACTED] Re-Enter Acct #: [REDACTED] Account Holder Name: [REDACTED] Authorized By: [REDACTED] Amount: \$ [REDACTED]

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Unemployment Insurance and New Hire Reporting

Home Tax Payments New Hire Claims Registration Correspondence Admin Info Live Chat

Select Payment Method

Listed below are the reports you have selected to file. You can pay the amount due with either a check (using a payment coupon) or an Electronic Funds Transfer (EFT). Because you are filing more than one report, you have the option to pay for each filing separately or pay for all at once with either one EFT transaction or one coupon. Please select a payment method, verify the amount to pay, and click Continue.

How would you like to pay for these filings?

☐ Pay separately ☒ Pay all with one EFT transaction ☐ Pay all with individual coupons ☐ Pay all with 1 coupon

Account Type: Checking Routing #: [REDACTED] Account #: [REDACTED] Re-Enter Acct #: [REDACTED] Account Holder Name: [REDACTED] Authorized By: [REDACTED] Amount: \$ [REDACTED]

Total Amount Due: \$1172.89

Period	Employer	Total Due	Payment Method
2020 Q1	COMPANIES, LLC (C [REDACTED])	\$256.20	See Payment Above
2020 Q1	COMPANIES, LLC (C [REDACTED])	\$514.09	See Payment Above
2020 Q1	COMPANIES, LLC (C [REDACTED])	\$256.20	See Payment Above
2020 Q1	COMPANIES, LLC (C [REDACTED])	\$109.89	See Payment Above

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2. Tax payment only (Amount Due/Pending to Pay)

If you would like to pay your pending state unemployment taxes (after taxes are already filed), you can select “Payments” on the home page or use “Payments” tab at the top of the page, and click on “ Make Payment on One or More Accounts”. You will be able to see and select employers with amount due. You may pay for more than one employer at a time. However, contributory and reimbursable employers cannot be mixed in the same transaction.

The screenshot shows the 'Unemployment Insurance and New Hire Reporting' website. The 'Payments' tab is selected in the top navigation bar. A red circle highlights the 'Payments' tab, and another red circle highlights the 'Payments' section in the main content area. The 'Payments' section displays a table of 'Accounts With Amount Due - 14 Total' and a 'Make a Payment' button.

Accounts With Amount Due - 14 Total

Employer	Amnt Due
■■■■■■■■■■ INC (C ■■■■■■■■-0)	\$72.14
■■■■■■■■■■ (C ■■■■■■■■-0)	\$25.00
■■■■■■■■■■ (C ■■■■■■■■-0)	\$25.00

[View all accounts with amount due](#)

Other Options

- [View/edit EFT payments](#)
- [View all payment options](#)

[Make a Payment](#)

Select Employers With An Amount Due/Pending to Pay

The employers listed below have an amount due or an amount pending. You may pay for more than one employer at a time. However, contributory and reimbursable employers cannot be mixed in the same transaction. Check the employers that you would like to make a payment for and click Continue.

Employer	Balance Due	<input type="checkbox"/> Select All Contributory	<input type="checkbox"/> Select All Reimbursable
■■■■■■■■■■ LLC (C ■■■■■■■■-0)	\$13,406.55	<input type="checkbox"/>	<input type="checkbox"/>
■■■■■■■■■■ (C ■■■■■■■■-0)	\$2,523.93	<input type="checkbox"/>	<input type="checkbox"/>
■■■■■■■■■■ (C ■■■■■■■■-0)	\$72.14	<input type="checkbox"/>	<input type="checkbox"/>
■■■■■■■■■■ LLC (C ■■■■■■■■-2)	\$2,873.15	<input type="checkbox"/>	<input type="checkbox"/>
■■■■■■■■■■ LLC (C 6-■■■■■■■■-0)	\$235.23	<input type="checkbox"/>	<input type="checkbox"/>
■■■■■■■■■■, L.L.C. (C ■■■■■■■■-0)	\$25.00	<input type="checkbox"/>	<input type="checkbox"/>
■■■■■■■■■■ (R ■■■■■■■■-0)	\$664.00	<input type="checkbox"/>	<input type="checkbox"/>
■■■■■■■■■■ (C ■■■■■■■■-0)	\$1,257.66	<input type="checkbox"/>	<input type="checkbox"/>
■■■■■■■■■■ (R ■■■■■■■■-0)	\$1,281.20	<input type="checkbox"/>	<input type="checkbox"/>
■■■■■■■■■■, LLC (C ■■■■■■■■-0)	\$162.74	<input type="checkbox"/>	<input type="checkbox"/>
■■■■■■■■■■, LLC (C ■■■■■■■■-0)	\$903.65	<input type="checkbox"/>	<input type="checkbox"/>
■■■■■■■■■■, LLC (C ■■■■■■■■-0)	\$37.85	<input type="checkbox"/>	<input type="checkbox"/>
■■■■■■■■■■ (R 6-■■■■■■■■-0)	\$71,643.32	<input type="checkbox"/>	<input type="checkbox"/>
■■■■■■■■■■ LLC (C ■■■■■■■■-0)	\$25.00	<input type="checkbox"/>	<input type="checkbox"/>

[Continue](#) [View My To Do List](#)

3. Making a Payment Without Signing In

Unemployment tax payment can be completed on Unemployment Insurance and New Hire Reporting web site (<https://alpha.jobs.utah.gov/ui/employer/employerhome.aspx>) without signing in.

On the bottom left hand side of the page find the Payments box and select your preferred payment method and follow the instructions on the payment screen to complete your transaction.

The image shows two screenshots of the Unemployment Insurance and New Hire Reporting website. The top screenshot is the homepage, and the bottom screenshot is the 'Make A Payment' page.

Top Screenshot: Unemployment Insurance and New Hire Reporting

Navigation: Home, Tax, Payments, New Hire, Claims, Registration, Correspondence, Admin, Info. Hello. Click here to sign in. Live Chat

System Message:

- In light of COVID-19 and to increase the security and timely processing of your payment, please pay online. Follow the links in the Payments section below for safe and secure online payment. For assistance with online pay, call (801) 526-9235.
- New to Online Filing? Please click here
- The latest Employer Advisor is now available. Please click here to read it.

Tax Reporting

Current Filing Qtr: 2020 Q1
Due: April 30, 2020

Other Options

- View or amend past reports
- Get employer account PIN
- File Form 794
- View all tax reporting options

File Tax Report

New Hire Reporting

File a New Hire Report

Other Options

- View past new hire reports
- View all new hire options

File New Hire Report

Claims

File a Form 606 (eResponse)

File a Wage Audit (613)

Other Options

- View history of 613 responses
- View all claims options

Account Admin

- View account profile
- Rate notice (Form 45)
- Update address information
- File an appeal
- Information for appeals
- Post a Job

Other Options

- View all account admin options

Info Links

- Role of Unemployment Insurance Video
- Employer Training/Presentation Materials

Bottom Screenshot: Make A Payment

This page allows you to make a payment on an account. Please enter your Employer ID and FEIN, and then select the year and quarter below. **This page is not used to file tax reports.**

For additional options, please sign in here to make your payment.

*** Utah Employer ID:**

*** FEIN:**

*** Qtr / Year:** 1 / 2020

*** Payment Amount:** \$

Account Type: Routing #: Account #: Re-Enter Acct #: Account Holder Name: Authorized By:

Continue

3. Making a Prepayment on an Account

If you would like to make a pre-payment on an account you can select “Make a Prepayment on an Account” payment option on the bottom left hand side of the “Payments” page.

Unemployment Insurance and New Hire Reporting

Hello, [User Name] ▾

Home Tax Payments New Hire Claims Registration Correspondence Admin Info Live Chat

Payments

[Make Payment on One or More Accounts ▾](#)

Accounts With Amount Due or Amount Pending – 29 Total

Employer	Balance Due	Action
[Redacted]	\$87.34	Pay Now
[Redacted]	\$25.00	Pay Now
[Redacted]	\$31.22	Pay Now
[Redacted]	\$127.73	Pay Now
[Redacted]	\$25.00	Pay Now
[Redacted]	\$10.26	Pmt Pending

[View all accounts with amount due or amount pending >](#)

Payment Options

- [View/Edit EFT Payments](#)
- [Make a Prepayment on an Account](#)
- [Manage EFT Bank Account](#)
- [Payment History](#)

Payments Help

Payment FAQs

- [Can I change a settlement date for an EFT payment?](#)
- [Can I modify or delete an EFT payment?](#)
- [View All FAQs](#)

Helpful Payment Links

- [Employer Handbook](#)
- [Wage Reporting Schedule](#)
- [View All Info Links](#)

[View My To Do List](#)

DEPARTMENT OF WORKFORCE SERVICES

Home About Divisions Partners Welcome [User Name]

Job Seekers Employers Assistance Economic Data

Unemployment Insurance and New Hire Reporting

Hello, [User Name] ▾

Home Tax Payments New Hire Claims Registration Correspondence Admin Info Live Chat

Payments / Make A Pre-Payment

Make A Pre-Payment

This page allows you to make a pre-payment on an account. Please choose the employer, and then select the year and quarter.

Please Note: This screen is not used to file tax reports. If you need to file a tax report, please click [here](#).

Employer: [Dropdown Menu] (C [Dropdown Menu]) [Add Employer...](#)

Qtr / Year: [Dropdown Menu] 1 / 2020

Payment Amount: [Text Input]

Account Type: [Dropdown Menu] **Routing #:** [Text Input] **Account #:** [Text Input] **Re-Enter Acct #:** [Text Input] **Account Holder Name:** [Text Input] **Authorized By:** [Text Input]

☐ Save this information for future use.

[Continue](#)